

## Employer Self-Service

The Department of Workforce Developments web site can now be used to register for an Unemployment Insurance (UI) account, file quarterly reports and make payments online, and maintain account information:

[www.in.gov/dwd](http://www.in.gov/dwd) and then click on the Uplink ESS, Employer Self Service link

You must click on the **New User?** button the first time you use Uplink to set up a username and password

**Important Information**  
Welcome to the Indiana Department of Workforce Development Employer Self Service Website. The following capabilities are currently available to employers:

- Registration
- Profile Maintenance
- Quarterly Reporting
- Payment Processing
- Data Review

As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided within Uplink. Also, Uplink does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.

Please read this section on your logon screen before continuing registration

If you forget your Password or Username, click on one of the two links provided on the logon screen

Type in your username and password to get started with your registration

**Please Logon**

Fields marked with an asterisk \* are required.

Username \*

Password \*

When registering for a new UI account number, the **orange carat** will indicate where you are in the registration process

**Employer Registration**

- ▶ **Qualify**
- ▶ Legal Information
- ▶ Responsible Parties
- ▶ Locations
- ▶ Business Activity
- ▶ Contacts
- ▶ Assign Agents
- ▶ Certification
- ▶ Confirmation

File Edit View Favorites **Tools** Help

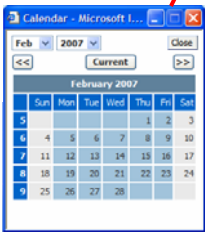
(IMPORTANT: You must turn off all popup blockers on your computer in order to print and view underlined informational [hyperlinks](#))

Please Enter Your [FEIN](#) \*

Any fields marked with an **orange asterisk** to the right of it is a required entry field

Click on the calendar icon to enter a date

(MM/DD/YYYY)




Once you have an account number, you can log back in to easily change your password and maintain account information

**Home**

- ▶ **Quarterly Reporting**
- ▶ Make A Payment
- ▶ Profile Maintenance
- ▶ Employer Summary
- ▶ User Maintenance
- ▶ **Change Password**

[Help](#) | [Contact](#) | [Resources](#) | [Logoff](#)



To close the application, click on the Logoff button

Employers have the capability of adding multiple users and assigning third party agents to view and/or access information on their account for maintenance and/or filing quarterly reports.